



## ***Right of Way Procedures Staffing Update***

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### **City of Shoreline**

This form is to be utilized when only minor staffing changes (two or three changes) are necessary: All other Approved ROW Procedures will remain in effect.

Please be sure to include Staff Name, Position Title, and attach the necessary resumes.

i. **PROGRAM ADMINISTRATION:**

Remove: Debbie Tarry, City Manager

Add: Bristol Ellington, City Manager

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Note: Staff included under Program Administration must have completed the eLearning Administrative Settlement and No ROW Verification training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

ii. **APPRAISAL**

Remove:

Add:

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iii. **APPRAISAL REVIEW:**

Remove:

Add:

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iv. **ACQUISITION:**

Remove:

Add:

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Note: Staff included under Acquisition must have completed the eLearning Administrative Settlement training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

v. **RELOCATION:**

Remove:


Add:

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vi. **PROPERTY MANAGEMENT:**

**Remove: Debbie Tarry, City Manager**

**Add: Bristol Ellington, City Manager**

  
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Bristol/Ellington, City Manager, City of  
Shoreline

12/13/2022  
\_\_\_\_\_  
Date

**Washington State Department of Transportation**

Approved By:

Michelle Digitally signed by  
Michelle Newlean  
Date: 2022.12.15  
10:23:27 -08'00'  
Newlean

\_\_\_\_\_  
Local Programs Right of Way Manager

\_\_\_\_\_  
Date

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The following section to be completed by WSDOT Local Programs Right of Way:

Approval Dates of the following:

2/26/21

ROW Procedures

2/26/21

Administrative Settlement Policy

2/26/21

Administrative Offer Summary (AOS)

**BRISTOL S. ELLINGTON, AICP, ICMA-CM**  
96 Contrada Fiore Drive · Henderson, NV 89011  
(702) 497-8257

**SUMMARY**

Highly accomplished visionary manager with over 30 years of local government experience. Results-oriented, with proven success in development negotiations, strategic thinking, and problem solving. Detail oriented with accurate and timely commitments to assigned tasks and activities. Decisive leader and team player with exceptional communication and motivational techniques.

**QUALIFICATIONS**

- VISIONARY LEADERSHIP
- PROBLEM ANALYSIS & RESOLUTION
- MENTORING & COACHING
- PUBLIC SPEAKING & RELATIONS
- GOALS & ACHIEVEMENT
- BUDGET MAINTENANCE

**PROFESSIONAL EXPERIENCE**

**Deputy City Manager/ Chief Operating Officer, City of Henderson, NV 2018-Present**

Assists the City Manager in planning, directing, coordinating, and overseeing the operation of a fast-growth community of approximately 334,471 in population. Serves as the chief operating officer, monitoring the strategic and operational planning and performance management for the city. Identifies current or potential operating challenges on a City-wide basis and works with executive officers and department heads to systematically resolve issues and problems. Current supervision of the Fire, Police, and Human Resources departments, the Chief Infrastructure Officer/Assistant City Manager, and the Emergency Management division.

***KEY ACCOMPLISHMENTS:***

- Serve as the Champion for the City's efforts in obtaining the Malcom Baldrige National Quality Award for quality management.
- Serve as the Champion for the employee-led Diversity, Equity, and Inclusion Coalition responsible for driving organization change initiatives.
- Chair the monthly Operations Review meetings where departments report out their key performance indicators and identify strategies to improve performance.

**Assistant City Manager, City of Henderson, NV 2007-2018**

Directed and coordinated the development and implementation of goals, objectives, and priorities for various city departments. Previous supervision included the departments of Police, Fire, Utilities, Alternative Sentencing, Mayor and Council Support, Cultural Arts and Tourism,

Community Development and Services, Public Works, Human Resources, Parks and Recreation, Information and Technology, and Economic Development & Redevelopment.

**KEY ACCOMPLISHMENTS:**

- Project Manager for the implementation of code amendments and application review processes for both the licensing medical and recreational marijuana allowing for the dispensing, cultivating and production of consumables.
- Served on the Financial Committee tasked to strategize on policy development for operating and program budgetary reductions due to the economic downturn, resulting in over \$120 million in expenditure reductions and efficiencies.
- Served as Project Manager for a \$1.2 billion, 155-acre integrated healthcare village including retail, entertainment, a 170-bed acute-care hospital, senior and residential communities anticipated to produce 17,000 (direct and indirect) jobs.

**Director of Community Development, City of Henderson, NV**

2005-2007

- Oversaw the functions of a 53-person department totaling five divisions. Served as key decision-maker in representing the City's view on local, regional, and state issues. Served as staff liaison to the Southern Nevada Regional Planning Coalition and the Regional Transportation Commission Executive Advisory Committee. Briefed City Council on pending development applications and planning related matters. Provided necessary leadership and guidance during the adoption of the region's first open space and trails plan recognized by the Nevada and Colorado state APA chapters as an award-winning plan.

**Assistant Director of Community Development, City of Henderson, NV**

1996-2005

Managed the activities of the Current Planning and Long-Range Planning divisions, including supervision of four subordinate managers. Served as the legislative liaison for the department which entailed formulating the department's position on proposed legislation. Made policy decisions and interpreted City policies, procedures and regulations to employees, citizens, and the development community. Met with prospective applicants to outline the department's position, answer questions, and negotiate solutions. Streamlined the development review process resulting in increased customer satisfaction and predictability. Served as acting director as needed.

**Principal Planner, City of Palm Beach Gardens, FL**

1994-1996

Managed the activities of the Current Planning and Code Enforcement divisions. Coordinated a 15-member Development Review Committee. Prepared, reviewed, and edited reports written by subordinate planners and consultants. Coordinated policy and technical meetings including preparation of agendas, working drafts and task products. Prepared and presented zoning and land use changes, conditional use and variance recommendations to the Planning Commission, City Council and Zoning Board of Appeals. Drafted resolutions and ordinances for adoption by the City Council. Prepared studies and proposals for revision of the Land Development Regulations. Served as acting director as needed.

**Planner II, City of Palm Beach Gardens, FL**

1988-1994

Assisted the Director in developing goals and objectives for newly created Planning and Zoning Department. Established department procedures for the development review process, including revising and creating new land development applications and checklists. Project manager for all development review projects. Delegated and prioritized work assignments of subordinates. Prepared and presented staff reports and support documentation to the Planning and Zoning Commission, Zoning Board of Appeals and City Council. Drafted resolutions and ordinances for adoption by the City Council. Served as staff liaison to consultant and City Officials on the update to the city's land development regulations.

**Planner, City of Gainesville, FL**

1987-1988

Coordinated an 11-member Development Review Committee. Served as staff liaison to the Board of Adjustment. Prepared and presented staff reports and support documentation to the Planning Board and the City Commission. Prepared special exception and variance recommendations to the Board of Adjustment. Interpreted zoning ordinances to City Officials and the public. Reviewed site plan and planned development applications.

**Planner, Town of Hilton Head Island, SC**

1986-1987

Assisted in the updating of the Town's Land Management Ordinance for a resort island community. Reviewed site plans, subdivision, and planned developments. Prepared and presented staff reports and support documentation to the Planning Commission. Processed development permit and business license applications.

**EDUCATION**

**Master in Public Administration, University of Nevada – Las Vegas, May 2009**

**Master in Urban and Regional Planning, University of Michigan – Ann Arbor, May 1986**

**Bachelor of Arts in Geography, University of Wisconsin – Madison, May 1984**

**PROFESSIONAL ASSOCIATION MEMBERSHIPS & CERTIFICATIONS**

American Institute of Certified Planners  
International City/County Manager's Association Credentialed Manager  
Pi Alpha Alpha – National Honors Society for Public Affairs and Administration



# WSDOT Local Programs

This is to certify that

**Bristol S. Ellington**

From

**City of Shoreline**

Has successfully completed

**Administrative Settlement Documentation**

**Michelle Newlean**  
Right of Way Manager

Awarded: December 2, 2022



# WSDOT Local Programs

This is to certify that

**Bristol S. Ellington**

From

**City of Shoreline**

Has successfully completed

**No ROW Verification eLearning Training**

Michelle Newlean  
Right of Way Manager

Awarded: December 02, 2022